

CITY OF MILPITAS
Effective: July 2006
EEOC: Professional
FLSA Exempt
Unit: Unrepresented
Physical: 1

PARKS AND RECREATION DIRECTOR

DEFINITION

To plan, organize, and direct the activities of the Park Maintenance and Recreation divisions. Park Maintenance division is responsible for the operation, maintenance, planning and development of the City's parks, fields, tennis courts, and related facilities. Recreation Division provides a wide variety of programs such as aquatics, adults sports, youth and teens, cultural arts, theatre, preschool, childcare center, nutrition/senior center, marketing and special events.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance, office administrative positions.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Plans, directs, supervises and coordinates activities of the Parks and Recreation Department personnel.

Establishes the mission of the Parks and Recreation Department through and in response to the assessment of community needs and desires.

Directs and participates in the development of goals, objectives, policies and procedures for the department.

Recommends development of park and recreation areas and facilities.

Directs and controls operations and maintenance programs at park and recreation areas and facilities.

Develops and maintains cooperative and coordinated working relationships with City Manager, City Council, other City Departments, boards or commissions, and public or private agencies.

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Studies and recommends needed improvements or modifications to existing facilities.

Prepares and submits reports and recommendations to the City Manager and City Council regarding activities of the department.

Oversees provision of staff support to assigned boards and commissions.

Participates in City management staff meetings with other Department Heads.

Discusses and reviews overall City problems and priorities.

Prepare and administer the department budget, including grants and other funding sources; authorize all requisitions and payments within the department.

Make presentations at City Council, the Commission and public meetings as required; represent the City on a variety of committees internal and external.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The philosophy, objectives, trends, techniques and principles of recreation services administration
- Modern park and recreational facilities management principles and practices
- Federal and local laws and regulations related to recreation services and park management
- Operation of City government and citizen advisory boards and commissions.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Plan, organize, direct, and review the activities of a large City department.
- Demonstrate effective leadership and successfully supervise the work of others.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls
- Review and analyze complex and technical information, draw valid conclusions and project consequences of decisions and recommendations.
- Set priorities and meet deadlines.
- Make effective presentations before city staff and the public.

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- Issue instructions and directions.
- Prepare concise and comprehensive reports.
- Supervise, train and evaluate assigned staff
- Communicate effectively, orally and in writing.
- Operate an office computer and a variety of software applications.
- Prepare and administer a departmental budget.
- Establish and maintain effective work relationships with City staff, consultants, and the general public.

EDUCATION AND EXPERIENCE

Experience: Six years of broad and extensive experience in all major phases of community recreation and/or park management, including at least three years of responsible management experience.

Education: Bachelor's degree from an accredited college or university with major course work in recreation, park management, public or business administration.

LICENSE OR CERTIFICATE

- Possess and maintain an appropriate, valid California Driver's License.
- Membership in and certification through the California Park and Recreation Society is desirable.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

Approved:

City Manager

Date

Human Resources Director

Date